

# Training 9-2: Preliminary Enrollment Report




Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Preliminary Enrollment Report.

## Preliminary Enrollment Report Overview

- Reports the number of students enrolled at the school.
- Provides to the DPI, a list of the choice students enrolled at your school.
- Submit the report electronically using OAS.
- Only the school's Choice administrator can submit the report.
- Report is due at the beginning of the school year.



The school Choice administrator must report the number of students enrolled at the beginning of the school year. The school will complete this report electronically using the Online Application System or OAS. The designee can help with the preparation of the report, but only the school's Choice administrator can submit the report.

It is important for the school to complete this report as this report is the basis for the September Choice payment to the school.

Please see the important dates document for specific due dates. The important dates document is posted on the school information webpage at <https://dpi.wi.gov/sms/choice-programs/school-information>.

## Accessing the Report

- Log into OAS.
- Select “Preliminary Enrollment”.
- Read through the instructions.
- Click Next button to accept.



Choice Program
<a href="#">Logout</a>
<a href="#">Training</a>
<a href="#">Address Search</a>
<a href="#">Milw Addr Search</a>
<a href="#">Racine Addr Search</a>
Applications
<a href="#">App Summary</a>
<a href="#">Submit Apps to DPI</a>
<a href="#">Export to Excel</a>
<a href="#">Export for WISEid</a>
<a href="#">Intent to Attend</a>
Pupil Count
<a href="#">Prelim Enrollment</a>
<a href="#">September Count</a>
<a href="#">January Count</a>
<a href="#">Historical Data (Old)</a>
<a href="#">Historical Data (2015+)</a>
<a href="#">Payments</a>

To access the Preliminary Enrollment Report log into OAS. From the navigation bar on the left of the screen, click on Preliminary Enrollment. Read through the instructions that are displayed when this report is selected. Then click the Next button to accept that you have read the instructions and are responsible for the data being correct.

The Choice administrator will need to complete a Prelim Enrollment Report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP, and WPCP, your school will complete three Preliminary Enrollment reports. A report must be completed for each program the school participates in, even if the program does not currently have any Choice students.

# Viewing Students

## Private School Choice Programs

### Preliminary Enrollment

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade:

**Applications** --> [Class List](#) --> [Not Counted](#) --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 20, 2019).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2019-20 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

898 students retrieved

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 + Outreach ( 0.6 FTE) ▾	555121	Brady, Jan	02/24/2013	08/04/2017	Aug	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	216859	Jones, Suzie	05/11/2013	05/22/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	841623	Smith, Victoria	08/15/2013	05/05/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	916916	Weston, Wendall	02/07/2013	08/10/2017	Aug	<input checked="" type="checkbox"/>

- Students are arranged by grade.

This screens shows the students who have applications that have been “submitted”.  
The students are listed by grade.

# Viewing Students

## Private School Choice Programs

### Preliminary Enrollment

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade: All Grades

**Applications** --> Class List --> Not Counted --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 20, 2019).

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The grade for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2019-20 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

898 students retrieved

Cancel Save

Check All

Uncheck All

Back

Next

123456789


Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 + Outreach (0.6 FTE)	555121	Brady, Jan	02/24/2013	08/04/2017	Aug	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE)	216859	Jones, Suzie	05/11/2013	05/22/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE)	841623	Smith, Victoria	08/15/2013	05/05/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE)	916916	Weston, Wendall	02/07/2013	08/10/2017	Aug	<input checked="" type="checkbox"/>

To navigate the report, you can use the back and next buttons on the right above the listing of students. If you have more students than will display on one page, in the center above the listing of students you can select a page number to move to that page of the report.

It is recommended to save often and to save each page. If the system times out, you may lose some of your changes that haven't been saved.

## Grade Changes

- Grades can be changed in any of the count reports. The grade on the count report will default to the grade entered on the student's application.
- If your school determines that a student's grade needs to be changed due to placement procedures or otherwise, it can be done in the count report.



The grade on the preliminary count report will default to the grade on the student's application. The school can change the grade on the count report. The grade change may be due to a change in placement for the student.

If the school is aware of any required grade changes for WPCP students, the school should notify DPI no later than May 1 so that the random draw is properly completed.

# Grade Changes Drop-down Menu

## Private School Choice Programs

### Preliminary Enrollment

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade: All Grades ▼

**Applications** --> Class List --> Not Counted --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 20, 2019).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2019-20 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

898 students retrieved

Check All Uncheck All Back Next

Cancel Save

123456789

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 - Outreach (0.6 FTE)						
K5 - 5 Full days (1.0 FTE)						
01	555121	Brady, Jan	02/24/2013	08/04/2017	Aug	✓
02						
03	216859	Jones, Suzie	05/11/2013	05/22/2017	May	✓
04						
05	841623	Smith, Victoria	08/15/2013	05/05/2017	May	✓
06						
07	916916	Weston, Wendall	02/07/2013	08/10/2017	Aug	✓
08						
09						
10						
11						
12						

To change a student's grade, select the new grade from the drop-down menu. Only the grades listed on the school's Intent to Participate form or a School Information Update form will be listed. If the student attended a grade that is not listed, contact DPI using the contact information at the end of this training.

# Saving Grade Changes

## Private School Choice Programs

### Preliminary Enrollment

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade:

**Applications** --> [Class List](#) --> [Not Counted](#) --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 20, 2019).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2019-20 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

898 students retrieved

123456789

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 + Outreach (0.6 FTE) <input type="text" value="K4 + Outreach (0.6 FTE)"/>	555121	Brady, Jan	02/24/2013	08/04/2017	Aug	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE) <input type="text" value="K4 + Outreach (0.6 FTE)"/>	216859	Jones, Suzie	05/11/2013	05/22/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE) <input type="text" value="K4 + Outreach (0.6 FTE)"/>	841623	Smith, Victoria	08/15/2013	05/05/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach (0.6 FTE) <input type="text" value="K4 + Outreach (0.6 FTE)"/>	916916	Weston, Wendall	02/07/2013	08/10/2017	Aug	<input checked="" type="checkbox"/>

After changing the grade, click the "save" button to save your changes.

# Select Enrolled Students

## Private School Choice Programs

### Preliminary Enrollment

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade: All Grades

**Applications** --> Class List --> Not Counted --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 20, 2019).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2019-20 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

898 students retrieved

Check All

Uncheck All

Back

Next

Cancel Save

123456789

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 + Outreach ( 0.6 FTE) ▾	555121	Brady, Jan	02/24/2013	08/04/2017	Aug	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	216859	Jones, Suzie	05/11/2013	05/22/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	841623	Smith, Victoria	08/15/2013	05/05/2017	May	<input checked="" type="checkbox"/>
K4 + Outreach ( 0.6 FTE) ▾	916916	Weston, Wendall	02/07/2013	08/10/2017	Aug	<input checked="" type="checkbox"/>

- Check box for enrolled students

Review each student and determine if the student has an eligible Choice application and is enrolled at the beginning of the year. The student must be enrolled and the family must have indicated that the student intends to attend the school.

Schools **should not** check the Enrolled box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list.

# Class List/Summary Page

## Preliminary Enrollment - Class List

School Name: ABC School (MPCP) *Data has been locked.*  
School Year: 2019 - 2020

✓ [Applications](#) --> ✓ [Class List](#) --> ✓ [Not Counted](#) --> ✓ [Total Enrollment](#) --> ✓ [Confirmation](#)

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year? ☐ Yes ☐ No
2. Are any of the students counted on this report also counted on the SNSP count report? (If not applicable, choose N/A) ☐ Yes ☐ No ☐ N/A

10 students retrieved

10 students retrieved																	Back		Next		
Grade	App	Student	4K	4K+	KG.5	KG3	KG4	KG5	01	02	03	04	05	06	07	08	09	10	11	12	Total
04	637173	Davis, Hayden Z										1									1
05	618145	Maxwell, Joey X											1								1
05	640463	Porta, Bella S											1								1
07	645405	Springs, Mary													1						1
07	620826	Weasly, Ron C													1						1
08	654633	Halpert, Jim Q														1					1
08	667320	Potter, Harry A														1					1
09	632564	Gladwell, Malcolm A															1				1
09	654634	Halpert, Pam D															1				1
10	641105	Jefferson, George P																1			1
Totals:												1	2		2	2	2	1			10

- The class list gives a summary of each student counted by grade level.
- Click "Next" to proceed.

Once the applications page has been completed the next button will take you to the Class List screen. This gives a summary of each student counted by grade level. Click the next button to proceed to the students not counted screen.

Note: Schools may not get paid from the Special Needs Scholarship Program (SNSP) and Choice programs for the same student. Schools that participate in Choice Programs and the SNSP must ensure that students are not counted in both programs.

# Students Not Counted

## Private School Choice Programs

### Preliminary Enrollment - Students Not Counted

School Name: Example School (MPCP)

School Year: 2019 - 2020

Grade: All Grades

[✓ Applications](#) --> [✓ Class List](#) --> **Not Counted** --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Listed below are the students who have **not** been counted. Please review this list to see if any students were overlooked in the previous pages.

**NOTE:** Be sure to check when the application was accepted - if after the count date, they cannot be counted on this report.

46 students had submitted applications, but were not counted

					Back	Next
Grade	App	Student	Date of Birth	Date App Received	Enroll Pd	
K4	5551212	Costanza, George	02/24/2013	08/04/2017	Aug	

- If there were students listed in the report that were not counted, this page will list those students.
- If you forgot to count them in error, you may go back and count them.
- If the listing is correct, click "next" to proceed.

If there were students listed in the report that were not counted, this page in OAS will list those students. Review the report and if these students should be identified as enrolled, the school may go back and change the enrolled checkbox on the applications screen.

Once this listing is correct, click the "next" button to proceed to the Total Enrollment report.

# All Student Count

## Private School Choice Programs

### Preliminary Enrollment - All Students

School Name: Example School (MPCP)  
School Year: 2019 - 2020

✓ Applications --> ✓ Class List --> ✓ Not Counted --> **Total Enrollment** --> Review/Submit --> Confirmation

Please enter the total enrollment at your school in each category, regardless of their Choice status. This number must be greater than or equal to the number of students participating in the Choice program.

Preliminary Enrollment		Back	Next
	All Students Including Choice	Choice Students	
4-Year Old K / 437	0	0	
4-Year Old K / 437 + 87.5 Hour Outreach	70	61	
5-Year Old K / 437 Hours / Half-time program	0	0	
5-Year Old K / 3 Full days per week	0	0	
5-Year Old K / 4 Full days per week	0	0	
5-Year Old K / 5 Full days per week	90	83	
Grades 1-8	649	593	
Grades 9-12	262	156	
<b>Totals:</b>	<b>1,071</b>	<b>893</b>	

- Enter the **total number** of students enrolled at your school for each grade level.
- The number must be equal to or greater than the number of Choice students.
- Click “next” to proceed.

The All Student Count must be updated for the total number of students enrolled at the school for each grade level. This should include Choice and non-Choice students enrolled at the school.

The number for all students should be equal to or greater than the number of Choice students by grade level and in total.

Click on the “next” button to proceed to the Confirmation screen.

# Submit to DPI

## Private School Choice Programs

### Preliminary Enrollment - Submit to DPI

School Name: Assumption of the Blessed Virgin Mary School  
School Year: 2018 - 2019

✓ Applications --> ✓ Class List --> ✓ Not Counted --> ✓ Total Enrollment --> **Review/Submit** --> Confirmation

Your data is ready to submit to DPI!

- Before submitting the report on or before the due date, the school should confirm that all data for the students counted is correct. If the school is waiting for a change to be made to an application by the DPI, the report SHOULD NOT be submitted. Application changes after the count report has been submitted may need to be made through the Enrollment Audit process.
- It is highly recommended that the school reviews the Class List before submission to ensure all Choice pupils meeting the eligibility requirements are included in the count report.
- Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.
- After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.
- If you have questions, please contact [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov) or call toll free 1-888-245-2732, extension 3.

☐ I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

Back

Will Submit Later

Submit

- The school's data is now ready to be submitted to DPI.
- Only the Choice administrator can submit the report.

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Prior to submitting the report, the school should verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the report.

Once the Choice administrator has determined that the information in the report is accurate and complete, he or she must check the box indicating the information is correct and click the Submit button.

Reports must be timely submitted for payments to be generated.

# Confirmation

## Private School Choice Programs

### Preliminary Enrollment - Confirmation

School Name: Assumption of the Blessed Virgin Mary School

School Year: 2019 - 2020

✓ Applications --> ✓ Class List --> ✓ Not Counted --> ✓ Total Enrollment --> ✓ **Confirmation**

This data was submitted on 11/14/2018 1:03:02 PM by KratzAM  
It is now locked and cannot be changed unless you [contact DPI](#).

**The Class List is available below for your reference.** The Class List does **not** need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures.

Note: **The Certification Page is no longer required and has been removed.**

[Class List PDF](#)

[Review Data](#)

- Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

Once the report is submitted a confirmation screen similar to this will be displayed. The report is locked after submission and the school will not be able to make changes without contacting the DPI staff for assistance.

## Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.